



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



Announcement Number: 04-06-054	Opening Date: 06-04-04	OPEN UNTIL FILLED	Open To All Applicants
POSITION: Associate Director of Applications Management JS-2210-14	TYPE OF APPOINTMENT: Career Service	Salary Range: \$85,210-\$110,775 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Information and Technology	LOCATION: 500 Indiana Ave, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent has primary responsibility for planning, analyzing, designing and implementing IT plans and programs for Court staff activities, particularly focusing on the Court's new Integrated Justice Information System (IJIS). Responsible for management of the administration of electronic document, records and content/knowledge management systems, implementing new functionality, and addressing long term maintenance issues including scalability and systems administration support. Develops, manages and supports a variety of application upgrades and initiatives in conjunction with IJIS. Oversees applications development/enhancement for production systems. Provides systems analysis, programming and application design support for complex information technology projects. Manages the execution and documentation of needs assessments, functional user requirements and other analyses to support design and reengineering efforts.

MINIMUM QUALIFICATIONS: A bachelor's degree in computer science, management information systems, systems engineering or a related field plus six (6) years of experience in applications development and production environment management, including a minimum of three (3) years supervisory experience in an IT environment. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of and experience in applying the principles and techniques of computer systems analysis and design, as well as other aspects of the Systems Engineering Life Cycle.
2. Ability to plan and conduct studies requiring the analysis of alternatives, cost and benefit identification, documentation of findings, and presentation of alternatives and recommendations to senior management and end users.
3. Knowledge of and experience with the Rational Unified Process Platform and systems engineering lifecycle methodologies and best practices.
4. Ability to provide direction and guidance to staff in accomplishment of program and project activities and goals, including planning, monitoring and evaluating staff performance.
5. Excellent oral and written communication skills in order to interact with staff, other agencies and groups, and contractors, and to coordinate efforts to deal with complex and sometimes controversial technical issues.

SELECTION PROCESS: After review of applications and ranking factor responses, a panel interview may be required of the highest qualified candidates.

Submit D.C. Courts Application And Ranking Factors to:
DC Courts, Human Resources Division, 515 5th Street, NW, Room 213, Washington, DC 20001.
For information call (202) 879-0496.

A D.C. COURTS APPLICATION MAY BE DOWNLOADED AT www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.